

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

## *“Honoring California’s Veterans”*

*Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”*

### **FOOD SERVICE SUPERVISOR I**

**Permanent: Full Time**

**Salary: \$2473-\$3005 Monthly**

**Final File Date: Until Filled**

#### **LOCATION:**

William J. “Pete” Knight Veterans Home-Lancaster  
45221 30<sup>th</sup> Street West  
Lancaster, CA. 93536

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

**Duties and Responsibilities:** (Duties will be commensurate with the final candidate selection)

Under the supervision of the Director of Dietetics:

- Prepare employee work schedules two weeks in advance and submit to supervisor for review. Assign work stations on a weekly rotating basis. Prepare orientation checklist for new employees and review list of rules, policies, and procedures. Schedule new and old employees to attend orientation and extended training classes. Provide and supervise on-the-job training. Operate dish-washing machines, coffee makers, garbage disposal, steam cleaners, and tray line equipment. Maintain uniform handling practices and standards of

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safety and sanitation in assigned areas. Make rounds to various work stations and coordinate information with Food Service Worker II.

- Supervise set up of meals to make sure they are started on time for all three meals. Supervise the serving and portion control of food. Conduct 10-15 minute debriefing of employees prior to start of tray line to pass on last minute instructions/menu changes/substitutions and work station assignments. Check food orders for accuracy, record food temperatures and taste food. Call kitchen immediately for any missing or unacceptable items for serving. Record in "Daily Meal Order Sheet" any favorable or unfavorable comments about food.
- Keep records of food acceptance and plate wastage. Prepare a "Quality Assurance Report" of any problems identified and recommend corrective action. Coordinate with appropriate supervisor/dietitian for solution and submit daily to Director of Dietetics. Order and receive new supplies.
- Instruct employees to store perishable food items immediately and rotate supplies; outdated food items must not be served. Instruct and supervise employees to label, date and cover cooked foods prior to storage. Supervise enforcement of prescribed rules, regulations, policies, and procedures. Conduct employee discipline.

### **How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **William J. "Pete" Knight Veterans Home-Lancaster, 45221 30<sup>th</sup> Street West, Lancaster, CA. 93536 Attn: Tracy Gatling- M80# 020L 09/10.** You must reference position #576-215-2258-001. All State applications must be postmarked no later than the final filing date.

### **Important Note:**

In Line #12 on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement. Failure to do so could result in being rejected from the interview process.

### **Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact Human Resource Office at 661-974-8188.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. RELEASED: 3.10.10

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